

**UNITED STATES DISTRICT COURT**  
**DISTRICT OF COLUMBIA**  
**PROBATION OFFICE**

**RICHARD A. HOUCK, JR.**  
CHIEF UNITED STATES PROBATION OFFICER



SUITE 2800  
E. BARRETT PRETTYMAN  
UNITED STATES COURTHOUSE  
WASHINGTON, DC 20001-2866  
TELEPHONE (202) 565-1300

## **JOB OPPORTUNITY**

---

**Announcement Number:** 98-DC-09(A)

**Position Title:** Staff Attorney

**Salary Range:** CL 27/28/29 (\$30,644 TO \$71,017)  
Depending on Qualifications

**Position Location:** Washington, D.C.

**Application Dates:** January 15, 1998 to March 15, 1998

*Open to all sources.*

---

### **INTRODUCTION:**

This position is located in the United States Probation Office for the District of Columbia. The incumbent provides the probation office and the court with procedural and substantive legal advice regarding sentencing issues, case law, and supervision issues.

### **RESPONSIBILITIES:**

Reviews and analyzes district court and offender records, as well as presentence investigation reports in cases involving probation, supervised release, and parole supervision.

Serves as in-house consultant and provides training on issues of concurrent jurisdiction (issues arising from Federal judges imposing sentence under D.C. Code) and related issues, including range of sentence and supervision.

Conducts legal research on issues that form the basis for the disposition of the case, prepares memoranda, and presents recommendations, orally and in writing, for the probation office, and at times, the Chief Probation Officer's consideration.

Provides to probation officers the interpretation of conditions, including the authorities for interpreting, options for revocation, and options for modification of sentence, as required.

Conducts research on specific legal questions from probation officers, including all aspects of Federal Sentencing Guidelines interpretation and case law research, and prepares memoranda on the results of the research.

Assists Probation Office in resolving procedural and case management issues related to probation, supervised release, and parole supervision.

Assists Deputy Chief Probation Officer with the Law Student Intern program, monitoring workflow and providing direction, as required.

Serve as liaison to chambers to ensure all inquiries regarding presentence investigations are addressed in a timely manner.

Other duties, as assigned.

## **QUALIFICATIONS:**

Knowledge of the law. Ability to comprehend legal concepts, principles, and practices. Ability to analyze legal questions and problems. Ability to conduct research of all available sources and discuss with supervisor proposed solutions based on that research. Skill in writing legal memoranda and other documents. Ability to apply existing or new legal principles in currently pending cases.

## **REQUIRED EDUCATION/EXPERIENCE**

Minimum for any attorney position:

Graduation with a Juris Doctor (JD) degree (or equivalent) from a law school that has been accredited by a recognized accrediting authority, or admission to practice before the highest court of a State, Territory, Commonwealth, or Possession of the United States.

### **CL-27**

For placement at CL 27 Step 1, candidates must meet minimum requirements. For placement at salary levels above minimum up to and including step 25, (considering competitive factors and an evaluation of quality of experience), candidates must have at least one year of specialized experience.

### **CL-28**

For placement at CL 28 Step 1, candidates must have one year of specialized experience equivalent to work at the CL-27 level. For placement at salary levels above minimum up to and including step 25, (considering competitive factors and an evaluation of quality of experience), candidates must have more than one year specialized experience equivalent to work at CL-27 level.

## **CL-29**

For attorney positions graded at CL 29, the incumbent attorney must have been admitted to practice before the highest court of a State, Territory, Commonwealth, or Possession of the United States. For placement at CL 29 Step 1, candidates must have one year of specialized experience equivalent to work at the CL-28 level. For placement at salary levels above minimum up to and including step 25, (considering competitive factors and an evaluation of quality of experience), candidates must have more than one year specialized experience equivalent to work at CL-28 level.

### **SPECIALIZED EXPERIENCE-DEFINITION**

Progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience, gained after graduation from law school.

### **EDUCATIONAL SUBSTITUTIONS**

Graduation in the upper third of class from a law school accredited by the American Bar Association or the Association of American Law Schools; or membership on the editorial board of a law review of such a school; or graduation from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools with an advanced degree (LLM or equivalent); or demonstrated proficiency in legal studies which, in the opinion of the appointing official, is the equivalent of the above, may be credited as one year of specialized experience.

The following are examples of criteria that are considered to be acceptable as equivalent:

- Publication of a noteworthy article in a law school student publication or other scholarly publication, or:
- Special high-level honors for academic excellence in law school, such as election to Order of the Coif, or:
- Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools, or:
- Significant pre-graduation legal experience:

In a law school clinical program, or as a law clerk to a judge of a court of record on a continuous basis (either full- or part-time), or as a law clerk in a private law firm or law department of a governmental agency, provided that such participation and experience were not for academic credit or certified completion of all law school studies and requirements and merely waiting conferment of degree.

Note: In crediting work experience subsequent to graduation from law school, count as work experience, courses required of recent graduates for purposes of passing the bar examination, if a separate examination in addition to completion of law school is required by the state. Credit the actual duration of the bar examination preparatory course or a maximum of six weeks, whichever is less. This credit presumes full-time study in a preparatory course. Part-time study

while engaged in full-time employment is not counted if the full-time employment is being credited for experience.

## **QUALITY RANKING FACTORS**

Applicants must submit a narrative statement addressing the factors listed below. Each factor should be addressed separately. **(MANDATORY)**

1. Knowledge of probation, presentence investigation, parole, or corrections work.
2. Ability to manage multiple assignments with restricted deadlines.
3. Qualifications, skills, and abilities, which the applicant possesses, that are relevant to the position of a Staff Attorney.

## **EMPLOYEE BENEFITS**

Full-time employees of the United States Probation Office are eligible for retirement benefits, and accrue 13-26 days of annual leave per annum, based on years of service, as well as 13 days sick leave per annum. The United States Probation Office for the District of Columbia currently offers a flexible work schedule program, a physical fitness program, MetroChek public transportation vouchers, a community service volunteer program, as well as an annual employee awards program.

**A complete background investigation is required for employment with the United States Probation Office for the District of Columbia. Investigation will include, but is not limited to, prior employment records , criminal records, motor vehicle records, and credit reports.**

**A complete position description is posted in the United States Probation Office for the District of Columbia. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the District of Columbia.**

**To apply for this position, applicants must submit:**

- ▶ **cover letter**
- ▶ **completed SF-171**
- ▶ **narrative statement addressing the mandatory quality ranking factors, and**
- ▶ **1 to 2 page work-related writing sample**

**Postmarked by the closing date, to:**

**Mr. Richard A. Houck, Jr., Chief,  
United States Probation Officer  
333 Constitution Ave., NW, Room 2800  
Washington, DC 20001-2866  
Reference Announcement # 98-DC-09**